



Basic Keyboard shortcuts for Mac Users

Using the Command ⌘ (or) Key AND

- A – Select all items in the front Finder window (or desktop if no window is open)
- C – Copies highlighted text, picture to the clipboard
- V – Pastes the copied material to wherever the cursor is placed
- X – Cuts the selected text or photo (ie removes it from the document and places it on the clipboard)
(nb only ONE item can be held in the clipboard)
- Z – Undoes or redoes the last change
- D – Duplicates the selected text/picture
- P – Prints
- S – Saves document
- O – Opens selected item
- W – closes open window
- Q – Quits open application
- I – get Info of selected item
- E – Ejects CD etc
- F – opens Spotlight to search for item

Using SHIFT and CONTROL with ...

- N – creates a New folder

USING THE FUNCTION KEY and ...

- F9 Tile or untile all open windows
- F10 Tile or untile all open windows in the currently active application
- F11 Hide or show all open windows
- F12 Hide or display Dashboard

Note: owners of newer Macs can use the above keys or simply use the Function Keys with the appropriate icon eg the Dashboard Icon opens the Dashboard

For more Keyboard Shortcuts go to: <http://support.apple.com/kb/ht1343>

When using a word processor like Microsoft Word use the CONTROL KEY with

B – to make highlighted text BOLD I – to make text ITALIC

U – to Underline text N – to get a NEW document

For more Word Shortcuts go to:

<http://connectedclasses.com/images/Links/Word%20Shortcuts.html>

or download this .doc - "MicroSoft Word - Tips and Tricks"

http://www.cap.nsw.edu.au/SAS_staffHandbook05/sas_handbook.htm

WHEN USING FIREFOX OR SAFARI

CONTROL plus T gives a new tab (ie opens additional windows in the Browser)

For a great range of Firefox Shortcuts go to....

<http://lesliefranke.com/files/reference/firefoxcheatsheet.html>

or

<http://www.jeetblog.com/incredible-firefox-keyboard-shortcuts/>

These links and many more can be found at

<http://connectedclasses.com>

go to the LINKS section > Technology Tips and Links

THE MAC DASHBOARD



This is a very useful little tool that sits quietly hidden in the background until you need it. On my Dashboard I have several world clocks telling me the time in various places (handy when contacting friends etc overseas – who likes those 3am calls?), a unit Converter that converts currency, length, speed, temperature, area etc etc, a Language Translator that translates English into a range of other languages and vice versa, a Weather Forecaster, a Calculator and several Sticky Notes with info I need from time to time or just need a place to store info. There are hundreds of Widgets you can download to your Dashboard.